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GOVERNOR

## State of Louisiana

### Interoperability Subcommittee

BRANT MITCHELL  
CHAIRMAN

VACANT  
VICE CHAIRMAN

**POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY**

**POLICY NUMBER: 09-002**

**PROPOSED EFFECTIVE DATE: 15 AUGUST 2008**

### Statewide System Access Policy

#### I. Authorized Statewide System Access

The state of Louisiana authorizes access to the statewide 700 MHz/800 MHz Project 25 System (P25 System) infrastructure for authorized federal and state first responder agencies, as well as authorized local entities that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission Rules and Regulation (47 CFR-Part 90), more clearly defined below.

Authorized agencies accessing the P25 system will have subscriber units that are Project 25 compliant and capable of operating on both the 700 MHz and 800 MHz bands.

The term "first responder" will include, but not be limited to: fire departments (state and local), law enforcement (state, local, school, port security, private security, industry, tribal), EMS/Ambulance (public and private), public health, hospitals (public and private), clinics (public and private), emergency management, public works and utilities, response volunteers (VOAD, Red Cross, etc.), shelter operations and the Louisiana National Guard.

Other public and private agencies, not defined above must obtain authorization to access the P25 system from the Interoperability Subcommittee by submitting a letter of application to the Chairman requesting access.

#### II. P25 System Access Process

***Requesting Agencies*** must follow the steps below to gain access the statewide system:

- ***First Responder Agencies*** and/or ***Non First Responder Agencies*** (who have been previously authorized)

The following must be submitted to the Interoperability Subcommittee Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)

- ***For Non First Responder Agencies***

The following must be submitted to the Interoperability Subcommittee Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)
  - Note: The Interoperability Subcommittee encourages all Non First Responder Agencies submit their Request for System Access to the Regional Interoperability Working Group for a letter of endorsement.

**Contact Information for Interoperability Subcommittee:**

Brant Mitchell, Chairman  
Interoperability Subcommittee  
7667 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-7332 Office  
225-925-7348 Fax  
[bmitchell@ohsep.louisiana.gov](mailto:bmitchell@ohsep.louisiana.gov)

### **III. Responsibilities**

#### **Chairman, Interoperability Subcommittee (ISC)**

- ***Previously Authorized First and Non-First Responder Agencies:***
  - Confirm receipt of required information and forward to DPS, Radio Communications
  - Confirm access to the P25 system is completed by DPS, Radio Communications
  - Provide notification to requesting agency their radios can be programmed

- ***Non-First Responder Agencies:***
  - Confirm receipt to Requesting Agency of their Letter of Application
  - Present Letter of Application to Interoperability Subcommittee
  - Notify Requesting Agency if Application was Approved/Denied
  - Upon approved Application, immediately forward to DPS, Radio Communications
  - Confirm access to the P25 system is completed by DPS, Radio Communications
  - Provide notification to requesting agency their radios can be programmed
  - Upon denied Application, the Interoperability Subcommittee will provide a Letter of Explanation to the Requesting Agency for the decision

#### **Department of Public Safety (DPS), Radio Communications**

- Upon receipt of information, Radio Communications will work with the Requesting Agency and provide the following:
  - User Security Group
  - User "Talk Group Prefix"
  - Individual Radio IDs
  - Individual Talk Group IDs
- Notify Interoperability Subcommittee Chairman that all required information has been entered into the P25 system management terminal and Requesting Agency is able to access the system.

#### **Contact Information for DPS, Radio Communications:**

DPS, Radio Communications  
8001 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-6036 Office  
225-925-7003 Fax  
[radio.communications@dps.la.gov](mailto:radio.communications@dps.la.gov)

#### **IV. Subscriber Unit Programming**

Programming of subscriber units will be arranged by the Requesting Agencies.

Advanced keys will be purchased by Requesting Agency from vendor and provided to DPS, Radio Communications to load initial programming and returned to Requesting Agency for self programming. All subscriber units will be programmed as designated per the Interoperable Channels and Talk Group

Policy. To program advanced keys with other agencies talk groups, a Letter of Approval from the respective agency will be provided to programmer.

DATE

Brant Mitchell, Chairman  
Interoperability Subcommittee  
7667 Independence Blvd.  
Baton Rouge, LA 70806

RE: Statewide System Access

Dear Mr. Mitchell:

The REQUESTING AGENCY request access to join the state of Louisiana Project 25 700 MHz and 800 MHz communications system. Our agency will have approximately XXX portable units and XXX mobile units.

*For Non First Responder Agencies:* Please provide an explanation as to the agency's direct contribution to public safety.

If you have any questions please contact CONTACT NAME at CONTACT PHONE NUMBER or by email at CONTACT EMAIL ADDRESS.

Sincerely,

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Signature of Authorized Official

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Title of Authorized Official

## State of Louisiana Statewide Communications System

### User Information Form

#### COMPLETE ONE (1) APPLICATION PER AGENCY

1. NAME OF AGENCY/DEPARTMENT/SECTION: \_\_\_\_\_

CONTACT PERSON/TITLE: \_\_\_\_\_

PHONE NUMBER# \_\_\_\_\_ FAX # \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

If you would like your agency to receive radio system problem notifications, please provide email addresses below to which you would like to receive the notifications. This purpose would **only be for Radio System Problem** notifications.

EMAIL ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. DEPARTMENT SPECIFIC INFORMATION:

A. IMMEDIATE ACCESS: # OF PORTABLES \_\_\_\_\_ # OF MOBILES \_\_\_\_\_

B. ANTICIPATED GROWTH WITHIN THE NEXT 1 YEAR: PORTABLES \_\_\_\_\_ MOBILES \_\_\_\_\_

C. ANTICIPATED GROWTH WITHIN THE NEXT 5 YEARS: PORTABLES \_\_\_\_\_ MOBILES \_\_\_\_\_

D. NUMBER OF TALKGROUPS NEEDED FOR YOUR AGENCIES PRIVATE USE: \_\_\_\_\_

3. DESCRIPTION OF DEPARTMENT DISPATCH FACILITIES:

HOURS OF OPERATION \_\_\_\_\_

4. LIST THE NAMES AND TITLE OF ALTERNATE INDIVIDUALS AUTHORIZED TO REQUEST ANY INFORMATION OR RADIO IDENTIFICATION NUMBER:

SIGNATURE  
\_\_\_\_\_

DATE  
\_\_\_\_\_

SIGNATURE  
\_\_\_\_\_

DATE  
\_\_\_\_\_

**Question regarding this form should be directed to the following:**

DPS, Radio Communications

Email: Radio.Communications@dps.la.gov

Phone: 225-925-6036

Fax: 225-925-7003

**State of Louisiana  
Statewide Communications System**

**User Agency Talk Group Form-Sample**

**User Agency Name:** \_\_\_\_\_

*\*Complete only the first column*

<b>TALKGROUP OR MULTIGROUP ALIAS</b>	<b>700 DECIMAL ID</b>	<b>700 HEX ID</b>
Agncy-Dispatch1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Dispatch2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Swat1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Swat2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-FireDisp1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-FireDisp2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 3	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC

**Questions regarding this form should be directed to:**

DPS, Radio Communications  
8667 Independence Blvd.  
Baton Rouge, LA 70806  
(225) 925-6036 Office  
(225) 925-7003 Fax  
radio.communications@dps.la.gov

**State of Louisiana  
Statewide Communications System**

**User Agency Radio ID Request Form-Sample**

User Agency: \_\_\_\_\_

Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

#	RADIO SERIAL #	MODELTYPE	MODEL NAME	ALIAS	P25 HEX	P25 DECIMAL
1	999BFG0000	XTS2500	MOTOROLA	HQ-789	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
2	999BFG0001	XTL2500	MOTOROLA	HQ-790	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
3	999BFG0002	XTS5000	MOTOROLA	HQ-791	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
4	999BFG0003	XTL5000	MOTOROLA	HQ-792	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
5	8767B5004	EFJ-51SL	EF JOHNSON	HQ-793	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
6	8767B5005	EFJ-51SL	EF JOHNSON	HQ-794	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
7	8767B5006	EFJ5100	EF JOHNSON	HQ-795	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
8	8767B5007	EFJ5100	EF JOHNSON	HQ-796	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
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Questions regarding this form should be directed to:

DPS, Radio Communications

8001 Independence Blvd.

Baton Rouge, LA 70806

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